



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: **PHLEBOTOMIST**

SALARY: \$23,621 – \$25,708 **GRADE:** 428

CLOSING DATE: March 21, 2003 is the last day to file an application.

POSITION: A Phlebotomist draws blood samples from patients at a primary care clinic and coordinates the analysis of those samples.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have graduated from an accredited high school or possess a GED certificate;

AND

Have completion of phlebotomy course through an accredited program;

AND

Have one year of experience working in a clinic setting;

OR

Have an equivalent combination of relevant education and experience working in a clinic setting.

NOTE: Employees must participate in an in-service phlebotomy training program and, for the first six months of employment, work under close supervision of a registered nurse or physician.

NOTE: Candidates once hired must receive hepatitis-B series immunization unless already immune.

NOTE: Candidates once hired must successfully complete a CPR course for adults, children and infants and maintain current certification.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Health Department
Human Resources
210 Guilford Avenue
Baltimore, Maryland 21202

63393 (031198) 428 U (3) Q
KMT/mk POSTED: 3/10/03

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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